



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 10/17/16	<u>Interviewer:</u> Mohammed Cato	<b>RFA #16 – 35</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> [REDACTED] Student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u>		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐  
 Concern Regarding:    Male x Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student x

**Category:** *(Please check at least one)*

- |  |   |   |                                     |  |
|--|---|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color                        | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin              | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input checked="" type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |   |   |                                     |  |

Time Line		
Date	Item	Comments
10-17-16	[REDACTED] calls SGS with concerns about [REDACTED] a patron in the [REDACTED]	[REDACTED] takes courses through [REDACTED] which allows him to use the facilities at the [REDACTED]. [REDACTED] has received multiple complaints about [REDACTED] conduct with staff employees while at the [REDACTED]. The complaints involved [REDACTED] walking into an employee's office, uninvited, and discussing topics centered around "objectifying women" and sexism. Other employees complained that [REDACTED] made inappropriate comments about women including improper innuendos.
10-18-16	[REDACTED] sends MC an email with incident reports involving [REDACTED]	
10-18-16	MC responds to [REDACTED] email and says that he will call [REDACTED]	
10-18-16	MC and [REDACTED] talk on	MC asks [REDACTED] what kind of outcomes the staff want. MC also asks if the staff

	the phone	are interested in speaking to MC. ■ indicates that staff would prefer not to get further involved but that he would ask them about outcomes.
10-31-16	Meeting w ■	MC explains the Discrimination Complaint Procedure to ■ including differences between the informal and formal process. MC also discusses the Office's limits on confidentiality (including the Public Records Act) and the prohibition against retaliation, as well as resources and reporting options. MC explains that staff members have expressed concerns about ■ conduct at the ■. ■ admits to engaging in the alleged behaviors but wants to make it clear that he did not have a romantic interest in any of the women staff. According to ■, he likes having provocative conversations but says that he understands that others may not be interested or feel comfortable with his communication style or topics of conversation. He also acknowledges how someone could perceive his comments as being "flirtatious or creepy". MC discusses further with ■ why his behavior is inappropriate and how his behavior could be construed as harassment. Moving forward ■ says that he will not initiate conversation with staff unless it concerns the use of the facilities and will not discuss matters of a sexual nature. ■ also understands how his behavior could be received as harassing. MC and ■ discuss expectations moving forward if ■ is able to use the facilities.
11-8-16	■ emails MC	■ indicates that staff would prefer that ■ not be able to purchase a membership for the ■ but will wait to act until matter is resolved informally. In the meantime, ■ has asked ■ not enter the facility unless it's ■ class.
	■ is away. MC and ■ agree to reconvene once Finals are over	
12-9-16	■ returns and sends an email and wants an update on the status of his access to the facilities	
12-9-16	■ meets with ■	
12-12-16	MC responds to ■ email	MC indicates that he will discuss the matter with ■ and SGS during the week.
12-14-16	MC, SGS and ■ meet to discuss ■	■ agrees that ■ may have full access to the facilities but that he must adhere to the expectations set forth in his conversation with ■ and MC. If ■ engages in the same type of conduct; he will not be able to use the facilities and will be subject to further sanctions.
12-27-16	MC and ■ meet	MC provides ■ with a summary of his conversation with ■ and SGS. ■ agrees not to engage in the aforementioned behaviors that raised concerns from staff and understands that he will not be able to use the facilities if he engages in similar behavior.